



July 1, 2005

Dear Sir or Madam,

This letter is to inform you that the Auditor of State has a program to pay vendors electronically through their banking system.

If we currently make our payments to you with a warrant (check), we encourage you to have your payment electronically deposited into your banking account. Choosing to have your payment electronically transferred would cut down on the paperwork from both ends and insure a more timely receipt of your payment.

In lieu of a check, you would receive a "remittance advice". This is a small piece of paper about the size of the check notifying you of the effective date that our payment was deposited into your account. Along with the remittance advice we will mail you all other necessary paperwork needed to credit our account.

If you would like to have your payment electronically deposited you will find enclosed the necessary paperwork that you need to complete and mail back to our agency.

If you would not like your payment electronically deposited please attach a note to the paperwork that was sent to you and mail it back to our agency or call the number listed below. You will continue to receive payments via warrant (check).

The paperwork should be mailed to:

Indiana Department of Workforce Development
10 N. Senate Ave., Room SE307
Indianapolis, IN 46204
ATTN: Accounts Payable

If you have previously received and responded to this letter please disregard this correspondence.

If you have any questions please feel free to contact me at (317) 232-7726 or you may contact Carole Flynn at (317) 233-6673.

Sincerely,

Missy Wolfe, Manager
Accounts Payable